
Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly

**Department of Legislative Services
Office of Policy Analysis
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Introduction

The *Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly* is published by the Department of Legislative Services (DLS) to assist those requesting funding from the General Assembly for capital projects through the submission of bond bills. The manual provides a summary of the basic eligibility requirements and evaluation criteria, the legislative process, and the schedule for bond bill consideration by the General Assembly.

Before a bond bill may be scheduled for a hearing, the potential applicant must provide additional information by preparing a “Bond Bill Fact Sheet.” These fact sheets provide important information concerning an organization’s grant request – information required at the time of the bond bill hearing. Since the start of the 2005 session, DLS staff has coordinated the “Bond Bill Fact Sheet” process. The manual provides an outline of the DLS process as well as copies of all forms necessary for a bond bill to be scheduled for a hearing. This manual is also available in electronic format at <http://mgaleg.maryland.gov/pubs-current/current-bond-bill-submission-guidelines.pdf>

Comments and suggestions directed at improving future editions of the *Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly* are welcome.

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Guidelines for the Submission of Individual Bond Bill Requests to the Maryland General Assembly

The capital budget is funded through several sources. These include bond bills, general funds, special funds, and federal funds. Bond bills include the Maryland Consolidated Capital Bond Loan, revenue bonds, and legislative initiatives.

Legislative initiatives are used to fund individual bond bill requests. They are bond authorization bills filed by members of the General Assembly to support specific local or non-state-owned capital projects. These projects include, but are not limited to, health facilities, historic preservation projects, museums, and sports and recreational facilities. Legislative initiatives are not submitted as part of the Governor's capital budget. However, as they have an impact on State finances, the Department of Legislative Services (DLS) reviews them in accordance with procedures established by the Governor and the General Assembly.

The following instructions and attachments provide guidelines to applicants seeking State grants through the submission of individual bond bills.

Overview of State Funding of Local Projects Bond Bills

This document is intended to provide basic information on eligibility and priority for State funding of local capital projects (bond bills). Any group may request funding from the General Assembly for a capital project. As a practical matter, the number and type of projects funded by the General Assembly is limited – requests for funding greatly exceed available resources each year. In some years, the total amount requested for local capital projects has exceeded by 10 times the available resources. Thus, after ascertaining a project's basic eligibility, the General Assembly must assess the project's level of priority among the total number of projects requested.

Eligibility

- **A project must be capital in nature to be eligible for bond bill consideration.** A capital project deals with land and/or structures. Capital projects do not include items such as employee salaries, benefits, expendable equipment (automobiles, for example), or operating costs.

- **A project must have a useful life of 15 years.** Items such as automobiles and computers do not have a useful life of 15 years. A group that is leasing land and/or a structure relating to the proposed capital project must demonstrate that the lease will extend for 15 years or more.
- **A project must not be used for religious purposes.** For example, State funds may not be used to construct a building in which religious services, Sunday school, or religious education will be held, regardless of other non-religious uses planned for the building.
- **Certain structures may be subject to an internal and/or external historic easement.** The applicant must grant the easement to the Maryland Historical Trust as a condition for State funding.

Strategies for Achieving Success

After the General Assembly evaluates the eligibility of a project, all of the projects are evaluated based upon several criteria, including the following:

Alternative Funding

Groups should show that they have explored alternative sources of funding. In addition to requesting alternative funding from agencies, corporations, etc., a group may be asked to show whether a potential revenue source, such as entrance fees, membership fees, or concession profits could cover the cost of the capital project. Please refer to **Attachment IV** of this document for information on potential alternative sources of funding for bond bill requests through State capital grant and loan programs.

Delegation Support

The General Assembly will consider the priority a county delegation places upon a project.

Matching Funds

Groups should provide a matching fund for their projects. Matches may be classified as “hard” or “soft.” A “hard” match is “cash in hand” and may include money from any source, other than State sources. A “soft” match MAY be made up of real property, in-kind contributions, (donated services or materials) or funds expended for the project prior to the effective date of the bond bill, June 1 of the year the bill is passed. A “soft” match may consist of a combination of the abovementioned elements, including cash.

A matching fund MAY also be greater than, equal to, or less than the State contribution, though at least an equal match is preferred. Among those projects with unequal matching funds, an applicant providing an unequal matching fund that shows that *at the time of the request*, the group holds or has letters of commitment totaling 25 percent or more of the matching fund will be given priority.

Project Readiness

Groups will be required to supply the General Assembly with a detailed funding analysis prior to the hearings on their bills. Projects that show a history of adequate fundraising or groups that can provide documentation of adequate future funding (*e.g.*, letters of commitment) will be given priority. **Only projects that are ready to move forward “shovel ready”, including having sufficient other source funds immediately available, will be considered eligible for using legislative initiative funds.**

Awarding funds to projects that are not ready to move forward reduces the funds that are available for projects that are ready. Only high impact projects that can be certified as ready to proceed with design and construction within an 18-month period from the effective date of the 2013 MCCBL (June 1, 2013) will be given consideration. Please be aware that in recent years the General Assembly has required less than the statutory 7-year termination period for local initiatives authorized in the MCCBL (two year termination periods for local initiatives authorized in the 2011 and 2011 sessions and three and one-half years for 2011 and 2012 session authorizations).

Factors that will be considered will include the public benefit derived from the project, employment increased or preserved in the operation of the facility, and evidence of construction readiness. Construction readiness will be evaluated based on the extent to which project programs and designs are in place, necessary permits are specified, applied for or approved, and a project financing plan is in place, including commitments from other funding partners.

Employment Creation/Retention.

Project funding consideration will include an evaluation of project employment creation and/or retention. Special consideration may be given to projects that can demonstrate significant employment opportunity.

State or Local Purpose

Local projects that serve a wide spectrum of the community or the State as well as an important public purpose are preferred.

Process

Sponsors

Organizations seeking funding must contact a senator and a delegate to sponsor a bond bill that requests funding for their project. Bond bills must be introduced in both the House and the Senate, known as cross-files, so organizations must arrange for a sponsor in each house.

Required Information

DLS needs certain information before drafting a bond bill. The “Bond Bill Project Request Form” identifies the required information and is available on the Maryland General Assembly web site at <http://mgaleg.maryland.gov/pubs-current/current-bond-bill-info-sheet.pdf>. An organization requesting funding should ensure that their sponsors have the required information when their sponsors request that a bond bill be drafted.

Bond bills must contain certain technical information to legally permit funds to be disbursed. Therefore, after DLS drafts a bond bill, the sponsor and requesting organization should refrain from altering the language in the bill. If a change is necessary, please contact DLS at (410)946-5350/ (301)970-5350 to request the change.

The most important form is the “Bond Bill Fact Sheet.” This form provides background information needed by the budget committees at the time of the bond bill hearings. Legislators use this information as they make their funding decisions and the failure to complete and submit a Fact Sheet may result in the Legislature not funding the bond bill project request. After DLS drafts a bond bill, the applicant will receive an email from DLS that provides a link and access to the applicant’s specific Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link can be used at any time by the applicant to gain access to their Fact Sheet up until the time that it is formally submitted by the applicant through the provided toolbar. Applicants should ensure that they can receive email from bondbillapp@MLIS.state.md.us. The fact sheet form and instructions for completion are provided as a sample (**Attachment III**).

Schedule

Bond bills move through the General Assembly under the following schedule:

July 1	Legislators may begin to prefile bond bills (except the first year of a new legislature).
Mid-November	Deadline to request that bills be drafted in time to meet the prefile deadline.
Mid-January	Deadline for bond bills to be requested to guarantee bills are drafted by the filing deadline (known as the guarantee date).
Early February	Deadline for bond bills to be introduced and not assigned to the Rules Committee (filing deadline).
March	Senate Budget and Taxation Committee and House Committee on Appropriations hold hearings on bond bills.

Early April	Each chamber votes on bond bills.
Mid-April	Both chambers vote on final package of bond bills.
June 1	Effective date for bond bills.

Hearings

Bond bill hearings provide an opportunity for organizations to supply information to the budget committees on the need for the project. Because of the large number of bond bills, presentations are generally limited to five minutes or less in each committee. Presentations may include written materials. Organizations should contact each budget committee (Senate Budget and Taxation Committee: (410)841-3690/(301)858-3690; House Committee on Appropriations: (410)841-3407/ (301)858-3407) to learn how and when materials must be submitted. During the hearings, members will want detailed information on all funding sources for the project, including matching funds and the project schedule with dates for planning, beginning construction, and ending construction.

After Project Authorization

The State, through the Department of General Services (DGS), requires grantees complete and submit a grant application package. After June 1, the DGS Project Management and Design Division will contact all organizations whose bond bills were included as line item authorizations in the annual Maryland Consolidated Capital Bond Loan (MCCBL). Authorized representatives of organizations that have received a capital grant must complete and sign the documents in the grant package received from DGS. Along with the completed documents, grant recipients must include documentation of matching fund, if required. All of these documents are returned in one package to DGS. Please note that it is very important that the name of the legally incorporated entity the has received a State grant authorization is the same name that is on record with the State Department of Assessments and Taxation. Furthermore, the legally incorporated entity on the capital grant authorization must also match the name listed on the grant application form that must be signed and returned to DGS. Although DGS is responsible for certifying that an organization has met any matching fund requirements, the Board of Public Works (BPW) makes the final determination about the value of any matching fund. DGS will only disburse bond funds, with approval from BPW. If an organization has questions about receiving bond bill funds after the General Assembly has funded its project, the organization should contact DGS at (410)767-4265. Information pertaining to the capital grants projects policies and procedures, forms, and contacts can be found at <http://www.DGS.maryland.gov/grants>.

Instructions

Basic information and submission requirements.

Applicant's Proposal

The applicant should write a clear description of the proposed project. The information in the proposal should be as detailed as possible. As a minimum it should include:

- reason for the project, justification, and importance;
- location, size, scope of the project, the type of work required, and a schedule for completion;
- current cost estimates for the entire project with a cost breakdown by phase; and
- anticipated fund sources (private, State, federal, and local government).

This information should be presented to the intended sponsors of the bill in order to demonstrate the merits of the project.

Sponsorship/Drafting/Introduction of the Bill

As all bills must be passed by the Maryland Senate and House of Delegates, applicants should arrange sponsorship of their bill with both an individual Senator and an individual Delegate. The sponsors are generally from the district where the proposed project is located; however, a legislator who has a personal interest in the project may also be willing to sponsor the bill. Bills may be sponsored by more than one senator or delegate.

The sponsors will request that the bill be drafted by DLS. It is important that the sponsors have a good understanding of the project to ensure that the legislation is properly drafted. **Attachment I** provides a copy of the Bond Bill Project Request Form.

The bond bill applicant should be aware that in the drafting of bond bills, language may be added to require historic easements. If the property includes a religious structure, language may be added to prohibit the project from being used for sectarian religious purposes. Additionally, language will be included specifying matching fund requirements.

The bill may provide for an equal and matching fund, or an unequal and matching fund, or may not require a matching fund at all. The matching fund required may be hard (cash), or soft (allowing for the use of a combination of real property, in-kind contributions, or funds expended prior to the effective date of the Act). In rare instances, there may be no requirement for a matching fund.

Department of Legislative Services Assistance

After a bond bill has been drafted, DLS will email the applicant. The email will provide a link to the applicant's Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link may be used at any time by the applicant to gain access to their

Fact Sheet up until the time that it is formally submitted by the applicant using the “submit” button available at the top of the screen when a Fact Sheet application is opened by the user. This form requests the grantee to describe and justify the intended project, to provide specific information requested by the legislature to aid in the evaluation of the request, and to supply information required by other State agencies in the event the bond bill request is approved. The form and instructions for completion are provided as a sample (**Attachment III**).

After the applicant has completed fields 10 through 28 of the Bond Bill Fact Sheet (*please note that fields 1 through 9 are completed by DLS prior to the applicant receiving access to the Fact Sheet and any changes required in these fields should brought to the attention of DLS staff*), the form should be submitted to DLS using the “submit” button available at the top of the screen so that it may be reviewed. DLS will review the form for consistency with the bond bill submitted, completeness, and clarity. Following its review, DLS may contact the applicant to require additional information and in some cases may re-post the Fact Sheet so that the applicant can complete and re-submit the document.

DLS will then arrange for duplication and distribution of this information sheet to the budget committees, which will be voting on the bill. The form will also be placed on the General Assembly web site and accessible for public review.

Approval Notifications

If the bond bill is authorized, the grantee will be contacted and given further instructions on how to proceed by:

Project Management and Design
Department of General Services
301 West Preston Street, Room 1405
Baltimore, Maryland 21201
(410) 767-4107

If the bond bill contains historic preservation easement language, prior to expending any funds, the grantee should contact:

Maryland Historical Trust
Office of Preservation Services
100 Community Place
Crownsville, Maryland 21032
(410) 514-7634

Attachment I

Bond Bill Project Request Form

Name of Project:

Amount Requested:

County:

Contact Person (include address and phone #):

Name of Recipient:

- Legal name (if a corporation, the name should be exactly as it appears in the Articles of Incorporation)
- Legal status (*e.g.*, corporation, local government, etc.)
- If a corporation, is the board a board of directors or a board of trustees?

Address of project and recipient:

If project and recipient have different addresses, include both.

Purpose: Check all that apply:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> acquisition | <input type="checkbox"/> reconstruction |
| <input type="checkbox"/> planning | <input type="checkbox"/> capital equipping |
| <input type="checkbox"/> design | |
| <input type="checkbox"/> construction | Other: |
| <input type="checkbox"/> repair | |
| <input type="checkbox"/> renovation | |

Matching Fund:

Amount:

- ☐ equal
☐ unequal (amount: _____)

Type (check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> money | <input type="checkbox"/> in kind (<i>e.g.</i> , donated services) |
| <input type="checkbox"/> real property | <input type="checkbox"/> funds expended before June 1 |

Does the project involve a historic structure?

Does the project or grantee have any religious affiliation or involvement?

Previous bond bill requests (year and bill number):

Attachment II

SENATE BILL 146

Unofficial Copy
B2

2004 Regular Session
4lr1622

By: **Senators Kasemeyer, Hughes, and McFadden**
Introduced and read first time: January 23, 2004
Assigned to: Budget and Taxation

A BILL ENTITLED

1 AN ACT concerning

2 **Creation of a State Debt - Baltimore City - Baltimore Zoo Trams**

3 FOR the purpose of authorizing the creation of a State Debt in the amount of
4 \$450,000, the proceeds to be used as a grant to the Board of Directors of the
5 Maryland Zoological Society, Inc. for certain development or improvement
6 purposes; providing for disbursement of the loan proceeds, subject to a
7 requirement that the grantee provide and expend a matching fund; establishing
8 a deadline for the encumbrance or expenditure of the loan proceeds; and
9 providing generally for the issuance and sale of bonds evidencing the loan.

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
11 MARYLAND, That:

12 (1) The Board of Public Works may borrow money and incur indebtedness on
13 behalf of the State of Maryland through a State loan to be known as the Baltimore
14 City - Baltimore Zoo Trams Loan of 2004 in the total principal amount of \$450,000.
15 This loan shall be evidenced by the issuance, sale, and delivery of State general
16 obligation bonds authorized by a resolution of the Board of Public Works and issued,
17 sold, and delivered in accordance with §§ 8-117 through 8-124 of the State Finance
18 and Procurement Article and Article 31, § 22 of the Code.

19 (2) The bonds to evidence this loan or installments of this loan may be sold as
20 a single issue or may be consolidated and sold as part of a single issue of bonds under
21 § 8-122 of the State Finance and Procurement Article.

22 (3) The cash proceeds of the sale of the bonds shall be paid to the Treasurer
23 and first shall be applied to the payment of the expenses of issuing, selling, and
24 delivering the bonds, unless funds for this purpose are otherwise provided, and then
25 shall be credited on the books of the Comptroller and expended, on approval by the
26 Board of Public Works, for the following public purposes, including any applicable
27 architects' and engineers' fees: as a grant to the Board of Directors of the Maryland
28 Zoological Society, Inc. (referred to hereafter in this Act as "the grantee") for the
29 purchase of two trams.

30 (4) An annual State tax is imposed on all assessable property in the State in
31 rate and amount sufficient to pay the principal of and interest on the bonds as and

1 when due and until paid in full. The principal shall be discharged within 15 years
2 after the date of issuance of the bonds.

3 (5) Prior to the payment of any funds under the provisions of this Act for the
4 purposes set forth in Section 1(3) above, the grantee shall provide and expend a
5 matching fund of \$225,000. No part of the grantee's matching fund may be provided,
6 either directly or indirectly, from funds of the State, whether appropriated or
7 unappropriated. No part of the fund may consist of real property or funds expended
8 prior to the effective date of this Act. The fund may consist of in-kind contributions.
9 In case of any dispute as to the amount of the matching fund or what money or assets
10 may qualify as matching funds, the Board of Public Works shall determine the matter
11 and the Board's decision is final. The grantee has until June 1, 2006, to present
12 evidence satisfactory to the Board of Public Works that a matching fund will be
13 provided. If satisfactory evidence is presented, the Board shall certify this fact to the
14 State Treasurer, and the proceeds of the loan shall be expended for the purposes
15 provided in this Act.

16 (6) The proceeds of the loan must be expended or encumbered by the Board of
17 Public Works for the purposes provided in this Act no later than June 1, 2011. If any
18 funds authorized by this Act remain unexpended or unencumbered after June 1, 2011,
19 the amount of the unencumbered or unexpended authorization shall be canceled and
20 be of no further effect. If bonds have been issued for the loan, the amount of
21 unexpended or unencumbered bond proceeds shall be disposed of as provided in §
22 8-129 of the State Finance and Procurement Article.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
24 June 1, 2004.

HOUSE BILL 420

Unofficial Copy
B2

2004 Regular Session
4lr2288
CF SB 146

By: **Delegate Proctor**

Introduced and read first time: January 29, 2004

Assigned to: Appropriations

A BILL ENTITLED

1 AN ACT concerning

2 **Creation of a State Debt - Baltimore City - Baltimore Zoo Trams**

3 FOR the purpose of authorizing the creation of a State Debt in the amount of
4 \$450,000, the proceeds to be used as a grant to the Board of Directors of the
5 Maryland Zoological Society, Inc. for certain development or improvement
6 purposes; providing for disbursement of the loan proceeds, subject to a
7 requirement that the grantee provide and expend a matching fund; establishing
8 a deadline for the encumbrance or expenditure of the loan proceeds; and
9 providing generally for the issuance and sale of bonds evidencing the loan.

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
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13 behalf of the State of Maryland through a State loan to be known as the Baltimore
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15 This loan shall be evidenced by the issuance, sale, and delivery of State general
16 obligation bonds authorized by a resolution of the Board of Public Works and issued,
17 sold, and delivered in accordance with §§ 8-117 through 8-124 of the State Finance
18 and Procurement Article and Article 31, § 22 of the Code.

19 (2) The bonds to evidence this loan or installments of this loan may be sold as
20 a single issue or may be consolidated and sold as part of a single issue of bonds under
21 § 8-122 of the State Finance and Procurement Article.

22 (3) The cash proceeds of the sale of the bonds shall be paid to the Treasurer
23 and first shall be applied to the payment of the expenses of issuing, selling, and
24 delivering the bonds, unless funds for this purpose are otherwise provided, and then
25 shall be credited on the books of the Comptroller and expended, on approval by the
26 Board of Public Works, for the following public purposes, including any applicable
27 architects' and engineers' fees: as a grant to the Board of Directors of the Maryland
28 Zoological Society, Inc. (referred to hereafter in this Act as "the grantee") for the
29 purchase of two trams.

30 (4) An annual State tax is imposed on all assessable property in the State in
31 rate and amount sufficient to pay the principal of and interest on the bonds as and

1 when due and until paid in full. The principal shall be discharged within 15 years
2 after the date of issuance of the bonds.

3 (5) Prior to the payment of any funds under the provisions of this Act for the
4 purposes set forth in Section 1(3) above, the grantee shall provide and expend a
5 matching fund of \$225,000. No part of the grantee's matching fund may be provided,
6 either directly or indirectly, from funds of the State, whether appropriated or
7 unappropriated. No part of the fund may consist of real property or funds expended
8 prior to the effective date of this Act. The fund may consist of in-kind contributions.
9 In case of any dispute as to the amount of the matching fund or what money or assets
10 may qualify as matching funds, the Board of Public Works shall determine the matter
11 and the Board's decision is final. The grantee has until June 1, 2006, to present
12 evidence satisfactory to the Board of Public Works that a matching fund will be
13 provided. If satisfactory evidence is presented, the Board shall certify this fact to the
14 State Treasurer, and the proceeds of the loan shall be expended for the purposes
15 provided in this Act.

16 (6) The proceeds of the loan must be expended or encumbered by the Board of
17 Public Works for the purposes provided in this Act no later than June 1, 2011. If any
18 funds authorized by this Act remain unexpended or unencumbered after June 1, 2011,
19 the amount of the unencumbered or unexpended authorization shall be canceled and
20 be of no further effect. If bonds have been issued for the loan, the amount of
21 unexpended or unencumbered bond proceeds shall be disposed of as provided in §
22 8-129 of the State Finance and Procurement Article.

23 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
24 June 1, 2004.

Attachment III

Instructions for Completing the State of Maryland Bond Bill Fact Sheet

Introduction

The “State of Maryland Bond Bill Fact Sheet” is used to provide information to the Maryland General Assembly on a capital project for which a State grant is being sought by means of a bond bill introduced by one or more senators and delegates. Each organization that applies for such a grant must complete and submit a completed form to the Department of Legislative Services (DLS) Office of Policy Analysis. DLS will review the completed form to determine whether it has been properly prepared.

Brevity is as important as accuracy. The form is designed to be a four-page document and the individual fields will not expand beyond the space provided. If the applicant finds it necessary to provide information that will not fit in a particular field additional space is provided in field 28. However, if you submit a document longer than four pages, it is less likely to be read. Members of the General Assembly are inundated with reading material during each session and, of necessity, limit their reading to documents that are concise.

Beginning with the 2008 session DLS designed a new database and electronic Fact Sheet procedure. After DLS drafts a bond bill, the applicant will receive an email from DLS that provides a link and access to the applicant’s specific Fact Sheet for completion. It is important that the applicant retain the DLS email as the provided link may be used at any time by the applicant to gain access to their Fact Sheet up until the time that it is formally submitted. The system allows the applicant to save the Fact Sheet for completion at a later time/date using the “save” button. The save button can and should be used often to ensure that any work already completed is not lost. In addition, the applicant can exit the document and save all information already completed using the “save/exit” button.

Note: If the project was requested in a previous legislative session, the Fact Sheet form will automatically be populated with information already received. The information should be reviewed and updated as necessary before submitting the form in support of the application.

Once completed the applicant should electronically submit the Fact Sheet to DLS using the “submit” button provided. Applicants are encouraged to complete the Fact Sheet within **five days** of being contacted by DLS to allow time for sufficient review, posting on the General Assembly web page, and printing prior to bond bill hearings. DLS staff can be reached at (410) 946-5350 to answer questions and assist in preparing the form and are located at:

90 State Circle
Annapolis, Maryland 21401

Explanation of Fields

When you receive the form, items 1 through 9 will have been completed. If you need to make changes to any of these items, please contact DLS. These items are write-protected so only DLS may change these items.

10. **Description and Purpose of Grantee Organization:** Describe in a paragraph the organization's purpose, goals, activities, and how the project is expected to support them.
11. **Description and Purpose of Project:** Describe the nature and size of the project and why it is needed, so that the scope of the project is clear, and the reader will understand what problems will be addressed. Include quantifiable data such as square footage, people to be served, or jobs to be created.
12. **Estimated Capital Costs:**
 - **Acquisition:** List the actual purchase price or the appraised value of the property only if acquired real estate is part of the project cost.
 - **Design:** List only architectural/engineering fees for actual design work. Do not list the costs of any separate feasibility studies, master plans, alternative plan proposals, consultant fees, or lawyer fees.
 - **Construction:** List the estimated cost to complete the construction phase. If design is underway the applicant should consult the architectural/engineering firm under contract for the most up-to-date construction cost estimate possible.
 - **Equipment:** List only the cost of movable equipment expected to last 15 years. Do not include items that can be easily carried away, that can be consumed, are subject to breakage, are electronic in nature such as computers, or that can be driven off site.
13. **Proposed Funding Sources:** The first item listed should be the amount of the requested State grant. List as many other sources that apply to your project. These might include prior State grants, private fund raising, federal grants, foundation grants, cash reserves, or a mortgage.
14. **Project Schedule:** List the month and year that each event will take place. If the activity has already taken place or started, state "Completed" or "Underway."
15. **Total Private Funds and Pledges Raised:** List only the amount raised from private fundraising or pledges that you have in hand. Do not list other grants, reserves, or a

mortgage for which you intend to apply. You may insert information at a later date, if more current information is available.

16. **Current Number of People Served Annually at Project Site:** Record the number of people now served and indicate if they are visitors, patients, families, students, etc.
17. **Number of People to Be Served Annually After the Project Is Completed:** Record this in the same manner as item 16.
18. **Other State Capital Grants to Recipients in Past 15 Years:** List the year of legislative approval, amount, and purpose of any prior capital grants your organization has received. If you are a government agency, list only those grants pertaining to the project or project location. If there have been no other State capital grants, simply state “None.”
19. **Legal Name and Address of the Grantee and Project Address if Different:** Record the legal name of the grantee – the legal name of the grantee must match the legally incorporated name that is on file with the State Department of Assessments and Taxation and be the same legal entity that will be recorded on the grant application with the State. Record the address of the grantee. If the project is located at a different site, record the project address to the right. The address should be specific enough so that the site could be visited. An instance when two addresses might be listed is if the headquarters offices of an organization are different from the site of the project.
20. **Legislative District:** List the legislative district number in which the project is located selected from the drop down menu.
21. **Legal Status of Grantee:** Select one of the options listed.
22. **Name, Address, and Telephone Number of Attorney:** Supply the information requested.
23. **If the Match Includes Real Property:** Supply the information requested.
24. **Impact of Project on Staffing and Operating Costs at Project Site:** Projected number of employees – include current employees plus those attributable to the project. Operating budget figures should be rounded to the nearest thousand dollars.
25. **Ownership of Property:** Supply the information requested. When asked if the grantee will own or lease the property to be improved please select either “own” or “lease.”
26. **Building Square Footage:** Provide the gross square footage of existing space and areas to be renovated and/or constructed.

27. **Year of Construction of Any Structures Proposed for Renovation, Restoration, or Conversion:** Provide the age of the structure being renovated, restored, or converted.
28. **Comments:** Additional space provided for general comments or where space provided for a particular field is insufficient.

**State of Maryland
2013 Bond Bill Fact Sheet**

1. Senate LR # Bill #		House LR # Bill #		2. Name of Project
		hr1582		Example Project
3. Senate Bill Sponsors				House Bill Sponsors
				Bobo
4. Jurisdiction (County or Baltimore City)			5. Requested Amount	
Anne Arundel County			\$10,000	
6. Purpose of Bill				
the purpose of creating a playground at several MD schools.				
7. Matching Fund				
Requirements:		Type:		
Equal		The matching fund may consist of real property, in kind contributions, or funds expended prior to the effective date of this Act.		
8. Special Provisions:				
<input type="checkbox"/> Historical Easement <input checked="" type="checkbox"/> Non-Sectarian				
9. Contact Name and Title		Contact Phone	Email Address	
Ed Pundt			edwp@mlis.state.md.us	
10. Description and Purpose of Grantee Organization (Limit Length to Visible area)				

11. Description and Purpose of Project (Limit Length to Visible area)	
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
<small>Round all amounts to the nearest \$1,000. The totals in Items 12 (Estimated Capital Costs) and 13 (Proposed Funding Sources) must match. The proposed funding sources must not include the value of real property unless an equivalent value is shown under Estimated Capital Costs.</small>	
12. Estimated Capital Costs	
Acquisition	
Design	
Construction	
Equipment	
Total	
13. Proposed Funding Sources - (List all funding sources and amounts.)	
Source	Amount
Total	

14. Project Schedule (Enter a date or one of the following in each box. N/A, TBD or Complete)			
Begin Design	Complete Design	Begin Construction	Complete Construction
15. Total Private Funds and Pledges Raised	16. Current Number of People Served Annually at Project Site	17. Number of People to be Served Annually After the Project is Complete	
18. Other State Capital Grants to Recipients in Past 15 Years			
Legislative Session	Amount	Purpose	
19. Legal Name and Address of Grantee		Project Address (If Different)	
20. Legislative District in Which Project is Located	32 - Northwestern Anne Arundel County <input type="button" value="v"/>		
21. Legal Status of Grantee (Please Check one)			
Local Govt.	For Profit	Non Profit	Federal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Grantee Legal Representative		23. If Match Includes Real Property:	
Name:		Has An Appraisal Been Done?	Yes/No
Phone:			
Address:	If Yes, List Appraisal Dates and Value		

24. Impact of Project on Staffing and Operating Cost at Project Site			
Current # of Employees	Projected # of Employees	Current Operating Budget	Projected Operating Budget
25. Ownership of Property (Info Requested by Treasurer's Office for bond issuance purposes)			
A. Will the grantee <u>own</u> or <u>lease</u> (pick one) the property to be improved?			
B. If owned, does the grantee plan to sell within 15 years?			
C. Does the grantee intend to lease any portion of the property to others?			
D. If property is owned by grantee and any space is to be leased, provide the following:			
Lessee	Terms of Lease	Cost Covered by Lease	Square Footage Leased
E. If property is leased by grantee - Provide the following:			
Name of Leaser	Length of Lease	Option: to Renew	
26. Building Square Footage:			
Current Space GSF			
Space to Be Renovated GSF			
New GSF			
27. Year of Construction of Any Structures Proposed for Renovation, Restoration or Conversion			

25. Comments: (Limit Length to Visible area)

Save

Approve

Print Form

5 of 5

Attachment IV

State Capital Grant and Loan Programs

Potential Sources of Funding for Bond Bill Requests

Department of Aging

Senior Centers Grant Program

This program provides financial assistance to local governments for the acquisition, design, construction, renovation, and equipping of senior centers. These centers provide programs and services to support seniors with health screening, congregate meals, continuing education, recreational programs, information and assistance. The State may provide a grant of up to 50% of the project cost, not to exceed \$800,000. Local governments are required to match State funds on a dollar-for-dollar basis.

Contact: A. Cassaundra Brown 410-767-1278

Department of Business and Economic Development

Maryland Economic Development Assistance Authority

The Maryland Economic Development Assistance Fund provides loans, grants, conditional loans, conditional grants, and direct investment to subdivisions and specific growth industry sector businesses locating or expanding in a priority funding area. Funds may be used for current business needs including property acquisition, construction or renovation of buildings, including leasehold improvements, and capital equipment. This program may also provide financial assistance to economically distressed jurisdictions for infrastructure and real estate development projects.

Contact: James L.Henry 410-767-6353

Maryland State Department of Education

Public Library Capital Grant Program

This program provides grants to local governments to acquire land, design, construct, and equip public library facilities. Grants may not exceed 50% of the eligible capital cost of the project.

Grant funding will be allocated based on criteria outlined in the Education Article, Section 23-510.

Contact: Irene Padilla 410-767-0435

Maryland Energy Administration

Jane E. Lawton Conservation Loan Program (JELP)

The Jane E. Lawton Conservation Loan Program, which replaced the Community Energy Loan Program and the Energy Efficiency and Economic Development Loan Program, provides low interest loans for energy conservation project design and installation. These loans are made to nonprofit organizations, local governments, and businesses. Loans are repaid from energy savings from the project. These loans have an interest rate that is determined reasonable and necessary for the project and may be as low as 0%. In fiscal 2011 interest rates for these loans are expected to be 2.5%

Contact: Dan Bresette 410 260-7655

Department of Health and Mental Hygiene

Community Health Facilities Grant Program

This program provides capital grants for the acquisition, design, construction, renovation, and equipping of facilities to provide mental health (MH), developmental disabilities (DD), and substance abuse (SA) treatment services. The program is essential for the deinstitutionalization of the mentally ill and developmentally disabled, and for preventing institutionalization of the addicted. The funding of residential facilities within the community helps to minimize the number of persons who must be institutionalized. The State may fund up to 75 percent of the cost of each project.

Contact: Elizabeth Barnard 410-767-6816

Federally Qualified Health Centers Grant Program

The Federally Qualified Health Centers (FQHC) Program provides grants to private nonprofit organizations that have been designated by the federal government as FQHCs. Federally Qualified Health Centers, which must offer services to all persons regardless of ability to pay, provide primary and preventive health care services in medically underserved areas throughout the United States. The State provides grants for up to 75 percent of eligible costs for the acquisition, construction, renovation, and equipping of FQHC buildings. All of the projects provide preventive and primary health care services, and may include dental and mental health

services as well. The FQHC Program enhances access to care by increasing the development of health care facilities in underserved areas, which, in turn, helps maintain the health status of the client population.

Contact: Elizabeth Barnard 410-767-6816

Adult Day Care Facilities Grant Program

This program provides grants to nonprofit organizations or local governments that provide health and social services to the elderly, medically handicapped adults, and victims of Alzheimer's disease and related disorders. The program provides grants for up to 75% of the eligible costs for the acquisition, construction, renovation or equipping of buildings for these programs. The health and social services include complete health assessments, nursing care, personal care, activity therapy, rehabilitation therapy, counseling and psychological therapy, transportation, and exercise. The program helps individuals to maintain or improve their capacity to function independently in activities of daily living, thereby enabling them to remain in their homes and communities and postpone institutionalization in a nursing home or long-term care facility.

Contact: Elizabeth Barnard 410-767-6816

Department of Housing and Community Development

Community Development Block Grant Program

The Community Development Block Grant Program provides grants to local governments in non-entitlement areas of the State for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, and/or improving community facilities and services. Non-entitlement areas are mainly rural areas of the State. Entitlement areas include Anne Arundel, Baltimore, Harford, Howard, Montgomery and Prince George's Counties and the cities of Annapolis, Baltimore, Bowie, Cumberland, Frederick, Gaithersburg, Hagerstown, and Salisbury. Entitlement areas receive a direct allocation from the U.S. Department of Housing and Urban Development (HUD) and are not eligible for the State program. Activities primarily benefit low and moderate-income persons.

Contact: Cindy Stone 410-514-7256

Community Legacy Program

The Community Legacy Program provides grants and loans to assist in the revitalization of neighborhoods that have comprehensive revitalization strategy. Priority is given to communities whose residents, businesses, and institutions are committed to revitalization and have demonstrated leadership ability. Funds may be used for capital improvements such as streetscape

and facade improvements, recreational amenities, improvement of community gathering places, and other improvements to improve the desirability of the community. Eligible applicants are local governments and community development organizations.

Contact: Kevin Baynes 410-209-5823

Neighborhood Business Development Program

The Neighborhood Business Development Program (NBDP) provides loans to fund community-based economic development activities in revitalization areas designated by local governments. The program provides gap financing to small businesses who are unable to finance 100% of a project's total costs through a traditional lender. The program leverages private and public capital by requiring a minimum 50% match from each grant or loan applicant. Borrowers must provide a 5% equity investment to receive a 15- to 30-year, competitively priced or deferred payment loan to pay for capital improvement costs or to pay for direct business functions such as working capital or capital equipment.

Contact: Dawn Medley 410-514-7237

Rental Housing Programs

The Rental Housing Programs provide low interest loans or deferred payment loans to housing developers for the financing of affordable rental housing developments. The programs include the Rental Housing Production Program (RHPP), the Elderly Rental Housing Program (ERHP), the Maryland Housing Rehabilitation Program- multifamily (MHRP – MF), which includes housing of 5 or more units, the Non-Profit Rehabilitation Program, and the Office Space Conversion Program (OSCP). The maximum loan amount for RHPP and ERHP is generally \$2,000,000, offered at an interest rate of 4% or less for as many as 40 years. MHRP-MF loans are generally subordinate loans of around \$500,000 used in conjunction with the Multifamily Bond Program for preservation projects. The OSCP is currently closed. The goal of the programs is to rehabilitate and create new affordable rental housing for low and moderate-income households.

Contact: Patricia Rynn Sylvester 410-514-7481

Special Loan Programs

The Special Loan Programs include: the Maryland Housing Rehabilitation Program (1-4 units); Indoor Plumbing Program; Lead Hazard Reduction Grant and Loan Program; and the Group Home Financing Program. These programs provide preferred interest rate loans to low- and moderate-income families, sponsors of rental properties occupied primarily by limited income families, and non-profit sponsors of housing facilities, including group homes. Funds may be used to provide loans to acquire and rehabilitate existing residential properties for group homes

or shelters, to eliminate residential properties' health, safety and maintenance deficiencies, and to ensure compliance with applicable housing codes and standards. The programs are designed to bring housing up to code and to remediate lead paint hazards that are present in the housing stock.

Contact: Tonna Phelps 410-514-7509

Partnership Rental Housing Program

The Partnership Rental Housing Program provides deferred payment loans to local governments to construct or rehabilitate rental housing to be occupied by households with incomes of 50% of the statewide median income or less. Repayment is not required as long as the local government continues to own and lease the housing to income eligible households. Deferred payment loans are also available to nonprofit and for-profit developers for the construction or rehabilitation of units restricted for occupancy to persons with disabilities at or below 50% of the statewide median income. The loan amount is generally limited to \$75,000 per housing unit, but higher amounts may be approved in certain circumstances. The goal of the program is to expand the supply of affordable rental housing for low-income households through a partnership between the State and local governments, as well as to increase affordable housing opportunities for persons with disabilities.

Contact: Patricia Rynn Sylvester 410-514-7481

Homeownership Programs

The Homeownership Programs provide below-market interest rate mortgage loans to first-time homebuyers who lack the resources to purchase a home. The programs include the Down Payment and Settlement Expense Loan Program (DSELP), which provides funds for down payment and settlement expenses, as well as the Maryland Home Financing Program (MHFP), including the Homeownership for Individuals with Disabilities Program (HIDP), which makes direct loans to households to purchase homes. The current maximum loan amounts are: (1) \$5,000 for DSELP which is offered as a zero percent deferred loan due at the earlier of maturity or prepayment of the first mortgage, sale or transfer of the property or default; (2) up to \$2,500 through a Partner Match Initiative Program that includes House Keys 4 Employees (HK4E), Builder/Developer Incentive Program (BDIP) and the Community Partner Incentive Program (CPIP), and up to an additional \$1,000 under the Smart Keys 4 Employees (SK4E) Program – these programs are offered as zero percent deferred loans due at the earlier of maturity or prepayment of the first mortgage, sale or transfer of the property or default; and (3) up to 105% of the lesser of the purchase price or appraised value for the MHFP, and may be offered at an interest rate as low as zero percent for a term not to exceed 40 years. The MHFP funds may be blended with bond funds to maximize the limited State MHFP resources.

Contact: Tonna Phelps 410-514-7509

Shelter and Transitional Housing Facilities Grant Program

The Shelter and Transitional Housing Facilities Grant Program provides grants to local governments and nonprofit organizations in order to develop emergency shelters, transitional housing, and permanent housing for homeless individuals and families. Grantees use the funds to acquire, design, construct, renovate, and equip projects for which loan financing is not feasible. Funding is generally limited to 50% of a project's cost.

Contact: Patricia Rynn Sylvester 410-514-7481

Department of Juvenile Services

Juvenile Services Facilities Grant Program

This program provides grants to nonprofit providers of services to youth between the ages of 11 and 18. The grants may be used for the acquisition, design, construction, and equipping of facilities. As used for residential and nonresidential programs. Projects include community residential facilities providing the least restrictive setting and nonresidential facilities that contribute to the treatment, control, and prevention of delinquency. These facilities also provide an alternative to placing youth in a State-operated detention or commitment facility. The State may fund up to 50% of the eligible costs of each project.

Contact: Errol G. Hurtt 410-230-3162

Department of Natural Resources

Program Open Space

Maryland's Program Open Space (POS) provides up to 100% of the cost for the acquisition of open space areas throughout the State and up to 75% of the cost for the development of both indoor and outdoor recreation and open space purposes, including the construction of indoor nature centers and indoor aquatic, golf, and community facilities. Program Open Space was established in 1969 as the Outdoor Recreation Land Loan and funding comes from the collection of a 0.5% State property transfer tax

Contact: Lisa Ward 410-260-8450

Waterway Improvement Program

This program provides funds to local jurisdictions to finance projects which expand and improve recreational boating throughout the State consistent with the State Boat Act. The funds

appropriated for this purpose are administered in accordance with Sections 8-707 through 8-709 of the Natural Resources Article. Financial support for the Fund comes primarily from a 5% excise tax on the sale of motorized vessels within the State.

Contact: Bob Gaudette 410-260-8462

Rural Legacy Program

The Rural Legacy Program provides targeted funding for the preservation of the natural resources and resource-based economies of Maryland through the purchase of conservation easements and fee simple acquisition of land located in designated protection areas. These areas include prime agricultural and forest lands, wildlife habitats, cultural resources that, if conserved, will promote resource-based economies and maintain the fabric of rural life.

Contact: Lisa Ward 410-260-8450

Community Parks and Playgrounds

This program provides funding for the restoration of existing, and creation of new, park and green systems in Maryland's cities and towns. The program provides flexible grants to local governments to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the State.

Contact: James W. Price 410-260-8426

Shore Erosion Control Loan Program

This program provides loans to businesses, communities, municipalities, counties, and non-profit organizations to complete living shore erosion control projects pursuant to the Natural Resources Article, Section 8-1001 through Section 8-1007. The loans made under this program are interest-free for terms between 10 and 20 years and for the purpose of providing design and construction of non-structural shore erosion control projects. The special funds shown for this program are derived from loan repayments, administrative charges, and Waterway Improvement Fund appropriations.

Contact: Laurel Crawford 410-260-8523

Department of Planning

Maryland Historical Trust Capital Grant Fund

The Maryland Historical Trust (MHT) Capital Grant Fund provides grants to nonprofit organizations, local jurisdictions, business entities and individuals to assist with acquisition, rehabilitation or restoration of properties listed on, or eligible for listing on, the National Register of Historic Places. Nonprofit organizations and local jurisdictions may also receive funding for pre-development costs directly associated with a project to rehabilitate or restore historic properties. Successful applicants must convey a perpetual preservation easement to the Trust prior to their receipt of funds. The maximum grant offered by MHT is \$50,000.

Contact: Michael Day 410-514-7629

Maryland Historical Trust Revolving Loan Fund

The Maryland Historical Trust Revolving Loan Fund provides loans to nonprofit organizations, local jurisdictions, business entities, and individuals to assist in the protection of historic property. Loan funds can be used to acquire, rehabilitate, or restore historic property listed on, or eligible for, the National Register of Historic Places. As of July 1, 2004, loan funds can also be used to refinance historic properties if it can be demonstrated that this is in the best interest of the property for proper preservation. Funds may also be used for short-term financing of studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to preconstruction work required or recommended by the Trust. Successful applicants must convey a perpetual historic preservation easement to the Trust. The maximum amount of the loan is based on a percentage of appraised value or purchase price for acquisition loans, and a percentage of after-rehabilitation appraised value or project costs for rehabilitation loans, a percentage of appraised value for refinancing projects, and a percentage of the project costs for pre-development projects.

Contact: Michael Day 410-514-7629

African American Heritage Preservation Program

The legislature established the African American Heritage Preservation Program to identify and preserve buildings, communities, and sites of historical and cultural importance to the African American experience in Maryland. The program is administered by the Maryland Historical Trust (MHT) in partnership with the Commission on African American History and Culture. Beginning in fiscal 2012, the Governor must include \$1.0 million in the annual capital budget submission for program grant projects. Program applications must be submitted to the joint partnership of MHT and the commission by July 15 each year to be eligible to receive a grant for the next fiscal year. Applications must include a description of the scope and purpose of the project, a building plan that includes the total cost of the project, and any other information required by MHT and the commission. Program grants to businesses, individuals, or political subdivisions require matching funds from any combination of federal, county, municipal, or private sources; and may not exceed 50% of a project's total cost. Grantees must enter into an

agreement to preserve and maintain the property. If a grant is for an historic real property, grantees must establish a recordable historic preservation easement.

Contact: Anne Raines 410-514-7634

Maryland Hospital Association

Private Hospital Grant Program

This program provides grants to assist private hospitals in the construction and renovation of facilities which improve patient care, particularly access to primary and preventative services, focus on unmet community health needs, and encourage collaboration with other community partners where appropriate. Specific projects included in the recommendation have been selected by a committee of hospital trustees and executives from all regions of the State.

Contact: Denise Matricciani 410-379-6200

Maryland Independent College and University Association

Private Higher Education Facilities Grant Program

Provide grants to assist the State's private colleges and universities with the costs of constructing and renovating academic facilities and infrastructure. The grants leverage private donations and help the recipients maintain financial stability. The institutions benefit the State by offering a diversity of learning opportunities and by easing enrollment pressures at State-owned institutions. MICUA-aided institutions account for 17% of full-time equivalent enrollment in statewide higher education.

Contact: Diane Hampton 410-269-0306